

Didja Know?



- **Are you an Army AGR or Technician going to Camp Robinson for a Functional Course?**



Didja Know?

**I know, you are saying to yourself,
“What’s a Functional Course?”.**



Didja Know?



- **Functional courses are those at PEC that include some of the following:**
 - **Readiness NCO**
 - **Training Office/NCO**
 - **Fiscal Law**
 - **Security+**
 - **And several more.**

Didja Know?



- **The courses are listed in ATRRS.**
- **They are not Events or Conferences conducted at Camp Robinson.**

Didja Know?



- **Anyway, as I was saying.... There will be a couple of things you will do differently in DTS if you are attending a Centrally Funded Course.**

Didja Know?



- **And now you are saying:**
- **“Oh great! Now you are throwing in an unfamiliar term: Centrally Funded Course”.**

Didja Know?



- **First off let me say right off the top that not all courses at PEC are Centrally Funded.**
- **There has been a misconception that all courses are Centrally Funded.**

Didja Know?



- **NGB funds these courses.**
- **Not Kansas**

Didja Know?



- **So, it NGB's money not ours.**
- **We merely process the travel orders for PEC.**

Didja Know?



- **So, how do you know if the course you have a reservation for is Centrally Funded?**

Didja Know?



- **30 days prior to the Report date, you will receive an email from the Resource Management folks at PEC.**

Didja Know?



- **The letter will indicate you have a reservation to attend, say, “FMS TAMMS” as an example.**

Didja Know?



- **The letter will indicate exactly what PEC needs you to type in the Trip Description box.**

Logged In As
Traveler Name

Screen ID: 1151.1

[Close Window](#)
[Help for this screen](#)

**The email from PEC will advise
what goes in the
Trip Description box.**

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A **Red Star** (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point:

Search

Starting Locations in Profile:

RESIDENCE
DUTY STATION

*Departing On:



(mm/dd/yyyy)

*Trip Type:

Select



*Trip Purpose:

Select



Trip Description:

ATRRS Course LTC-018 FMS TAMMS and READINESS PEC Funded

B I will be traveling to my TDY location by - (Select from the list below)

Commercial

Air



Rail



Rental Car



Other



Time:

Select



Didja Know?



- **Continue creating your Authorization request just like you have for any other TDY.**

Didja Know?



- **Next thing you need to do.....**

Didja Know?

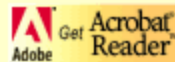


- **You need to Upload that email PEC sent you... Do you remember how and where you do that?**

Scan the email.
Upload it at this screen.

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> [Upload Scanned Receipts](#)

Browse...

Upload

Step 2

Step 1

Currently there are no Receipts on file for this Voucher.

| Date | CTW | Notes | View | Remove |
|------|-----|-------|------|--------|
|------|-----|-------|------|--------|

Refresh

Proceed to the following page:

Accounting Codes

Continue

Didja Know?



- **And now you have to do something in DTS that maybe you have never done before.**

Didja Know?



Scary!!! Or Maybe NOT!

Didja Know?



- **Yikes!!! YOU have to add in the Accounting Label. Good grief... how?**

Didja Know?



- **Your email from PEC will give you instructions for the next step..**

Click

**You add the
Line Of Accounting
at this screen**

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:**Comments from the Travel Agent:**

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or

Defender
A New**Follow the click below**

RETURN

Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes

Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09

[Find Accounting Label](#)

End Date: 16-Oct-09

Accounting Label:

From DA180KSASMM

Shared LOA: Cross Org LOA: **Click Cross Org LOA****Expenses Summary**

No Accounting
Information Available.

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Proceed to the following page:

Preview

Continue

**This is an example ONLY.
Use the Line of Accounting
stated in your email**

02 Screen ID: 1067.1 [Close Window](#)
[Help for this screen](#)

[Expenses](#) **Accounting** [Additional Options](#) [Review/Sign](#)

Accounting Codes **Trip Totals**

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09 [Find Accounting Label](#)

End Date: 16-Oct-09

Accounting Label:

From **DA180KSASMM**

Shared LOA:

Cross Org LOA:

Selected Accounting Codes

- 10 PEC PW CBA (DA180PEC)
- 10 PEC PW IBA (DA180PEC)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No Accounting
Information Available.

Double check your email

Proceed to the following page:

Congrats! You did it!
Now, that wasn't so scary, was it?

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 04-Oct-09

[Find Accounting Label](#)

End Date: 16-Oct-09

Accounting Label: From **DA180KSASMM**Shared LOA: Cross Org LOA: **Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.

Please make sure the LOA's assigned have costs allocated to it.

| Accounting Label | Organization | View/Edit Acctg Code | Remove |
|------------------|--------------|---------------------------|------------------------|
| 10 PEC PW IBA | DA180PEC | view/edit | remove |

10 PEC PW IBA

| Category | Allowed | Actual |
|-----------|------------|------------|
| LODGING : | \$1,056.00 | \$1,056.00 |
| M&IE : | \$675.00 | \$675.00 |
| MILEAGE : | \$403.15 | \$403.15 |

10 PEC PW IBA

Sub Total: \$2,134.15 \$2,134.15

Calculated Trip Cost:

\$2,134.15 \$2,134.15

You ought to be ready to sign this thing now!

Proceed to the following page:

Preview

[Continue](#)

Didja Know?



- **But.....before you sign the Authorization, make certain that you change your routing list to reflect AGR Tvl or Tech Tng.**



**Make sure your routing list is either
AGR Tvl or Tech Tng**

Screen ID: 1059.1

[Close Window](#)[Help for this screen](#)

Accounting

Additional Options

Review/Sign

Auths.

Pre-Audit

Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this
document as:

SIGNED

Routing List:

HRO TECH TRVL

Additional
Remarks:

**Use the drop down to
find the correct list**

The estimated
transportation related
expenses and actual
reimbursement may be
reduced if travel is
completed using a different
transportation mode than
authorized by your AO.

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To

By

Level

| | | |
|--|--|--|
| | | |
|--|--|--|

Document History

Status

Date

Time

Name

Remarks



Ta-Da!

**And now your authorization is
speeding down the DTS
superhighway for approval by
those friendly folks in HRO!**